

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>	1. DUTY LOCATION Atlanta, GA	2. POSITION NUMBER (b) (6)
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3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

Official Allocation	b. Title ENV. Engineer	c. Pay Plan GS	d. Series 819	e. Grade 13	f. CLC 001
4. Supervisor's Recommendation	Environmental Engineer	GS	0819	13	

5. ORGANIZATIONAL TITLE OF POSITION (if any)	6. NAME OF EMPLOYEE (b) (6)
7. ORGANIZATION (Give complete organizational breakdown)	c. Assessment, Listing and TMDL Section
a. U.S. ENVIRONMENTAL PROTECTION AGENCY	f.
b. Region 4	g.
c. Water Protection Division	h. Employing Office Location Atlanta, GA
d. Water Quality Planning Branch	i. Organization Code TDE00000

8. SUPERVISORY STATUS

- ☐ [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☐ [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).
- ☐ [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☐ [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.
- X [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

(b) (6)

10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. Promotion Potential

X This position has no promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code 94
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g. Bargaining Unit Code 1050	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (25% of time) <input type="checkbox"/> This position is subject to random drug testing ( )	i. Classifier's Signature Kim Cum	j. Date 9/23/14
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11. REMARKS

\* See discipline 401/819/1301

JFS for Prof Work in the Eng & Arch Grp GS-0800 dtd Nov 08  
JFS for Prof Work in the Phys Sci Grp GS-1300 dtd Dec 97  
JFS for Prof Work in the Natural Res Mgmt & Bio Sciences GS-0400 Sep 05

WM-14-087

**Assessment, Listing, and TMDL Coordinator  
Environmental Engineer/Physical Scientist/Life Scientist  
GS-0819/1301/0401-13**

**POSITION SUMMARY:**

As Assessment, Listing, and TMDL Coordinator you will:

- Review and evaluate State assessments of water quality data to determine attainment of designated uses or water quality impairments under the Clean Water Act 303(d) program. Provide technical assistance to the State in making such determinations.
- Work with the State to evaluate and recommend for approval the semi-annual State submission of 303(d) and 305(b) lists of water quality assessment determinations.
- Develop, assist, and review State waste load allocations (WLAs), Load Allocations (LAs) and total maximum daily loads (TMDLs). Make recommendations regarding EPA's approval/disapproval of State submittals. Coordinate with the states, as necessary, during the review process.
- Perform in coordination and partnership with the Administrative Project Officers, Technical Officer duties associated with the CWA Section 106 Water Pollution Control State Grants Program. Negotiates and provides technical oversight and management of the assessment, listing, and TMDL portion of the Section 106 Water Pollution Control State Grant Program providing support and technical assistance in identifying priorities for incorporation into the work plans.

**ORGANIZATIONAL UNIT LOCATION:**

USEPA, Region 4, Water Protection Division, Water Quality Planning Branch,  
Assessment, Listing, and TMDL Section

**ORGANIZATIONAL GOALS OR OBJECTIVES:**

Implements the CWA Section 303(d) Assessment, Listing, and TMDL programs. Reviews state submitted Section 305(b) reports. Reviews and recommends approval/disapproval of revisions to State 303(d) lists and takes additional action as needed.

Reviews TMDL reports prepared by the States and recommends approval/disapproval; establishes TMDLs as necessary.

Reviews TMDL Alternatives proposed by the States. Recommends approval of State TMDL Alternatives where appropriate.

Collaborates with the States on meeting the goals of the "Long-Term Vision for Assessment, Restoration, and Protection under the Clean Water Act Section 303(d) Program".

Provides technical training and support to state staff in the development of TMDLs.

Performs in coordination and partnership with the Administrative Project Officers, Technical Officer duties associated with the CWA Section 106 Water Pollution Control State Grants Program.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

##### **DUTY 1:**

25%

Serves as technical advisor to the Regional Administrator and Water Protection Division Director on matters related to water quality assessment, listing and TMDLs. Participates in inter-regional and/or national task forces/work groups for developing and implementing new or revised regional and national surface water quality strategies. Strategies include the national "Long -Term Vision for Assessment, Restoration, and Protection under the Clean Water Act 303d Program." Plans, develops, and recommends new policies, rules, and standards based on new scientific capabilities needed to implement the Clean Water Act. Establishes contacts and consults with experts and authorities in the field of water quality and related fields who are located in universities, other federal agencies, EPA Headquarters, EPA's Office of Research and Development, other EPA Regional offices and within Region 4.

KSAs: 1, 2, 3, 4, 5, 6

##### **DUTY 2:**

25%

Reviews for technical accuracy the Section 303(d) list(s) submitted by the assigned state(s). Provides technical support to junior colleagues and their assigned state(s) on development and review of the list(s). Reviews and evaluates a variety of environmental and human health data/data sources to be used in assessment of water quality. Reviews States'/Tribes' water quality standards and assessment methodologies to ensure that appropriate information and analyses are conducted for water quality assessment and identification of impaired waters.

Analyzes the completeness of the list and resolves differences between States'/Tribes' and EPA's approaches, processes and results. Makes recommendations regarding EPA's approval/disapproval of the list(s). Prepares and presents briefing memoranda and prepares correspondence for signature by the Division Director or Regional Administrator. Ensures Administrative Record files are adequately maintained.

Serves as the coordinator for management of data associated with state/tribal 303(d) and 305(b) programs; assists and/or facilitates assistance to State(s)/Tribe(s) in use of electronic databases such as Assessment Database (ADB) and ATTAINS. Ensures that accurate and complete electronic assessment data is submitted for each listing cycle. Assists and/or facilitates

assistance to State(s)/Tribe(s) in use of electronic databases such as Assessment Database (ADB) and ATTAINS. Responds to requests from EPA Headquarters and Regional management with respect to assessment and listing information.

Ensures that accurate 305(b) GIS data for assessed waters is submitted for each cycle. Applies geographic information systems/geospatial analysis using above referenced data or other data sources to develop data representations of watershed and waterbody conditions and interprets scientific data.

**KSAs: 1, 2, 4, 5**

**DUTY 3:**

**25%**

Serves as the TMDL coordinator with assigned states and provides technical guidance and assistance to the states, as needed. Coordinates the development and approval of TMDL agreements or other agreements or regional policies with the assigned states. Establishes and maintains overall Branch coordination of establishing TMDLs developed by the Region and approving TMDLs submitted by States. Develops complex policies and procedures for review of technically challenging TMDLs including review by water quality standards, water quality assessment, and endangered species experts. Develops and manages comprehensive tracking systems to monitor overall success of establishing TMDLs. Coordinates with all TMDL State Coordinators to implement Regional policies for TMDL approval & establishment and to keep management apprised of overall TMDL development progress. Responds to requests from EPA Headquarters and Regional management with respect to TMDL information. Provides technical assistance on the development of TMDLs for special projects as requested.

**KSAs: 1, 2, 3, 4, 5, 6**

**DUTY 4**

**25%**

Negotiates with the assigned states the Section 303(d)/TMDL portion of the CWA Section 106 work plan or State Performance Partnership Agreement. Prepares mid-year and end-of-year reports for the assigned states. Provides expertise to other program offices on a broad range of watershed protection and restoration issues. This includes the Water Quality Standards program; TMDL program; NPDES Permits program, Wetlands Protection and Restoration program; and Community and Watershed Restoration program. Responds to Freedom of Information Requests, Congressionals and other information requests for the assigned states. Coordinates with the states, as necessary, during the review process.

**KSAs: 1, 2, 3, 5**

**RECRUITMENT KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

1. Mastery of the professional knowledge of physical science/environmental engineering/life sciences, concepts and principles and the ability to apply this knowledge to effectively perform duties for the restoration and protection of surface water and aquatic ecosystems through water quality assessments, watershed planning, and TMDL development and implementation.

2. Knowledge and understanding of the Clean Water Act and associated regulations.
3. Ability to establish goals and assess progress toward their achievement and to adjust work operations and program objectives to meet changing programs objectives, or production requirements within available resources and with minimum sacrifice of quality or quantity of work.
4. Knowledge of principles and practices of team building and of the methods and techniques of fact-finding, analysis, and resolution of complex problems.
5. Ability to communicate with others, both orally and in writing, sufficient to formulate and present arguments and advisory opinions and to prepare supporting documents. Ability to make presentations and defend EPA policy and practices as an expert before governmental, industrial and private assemblies to further protection of water quality through cooperation and understanding.
6. Knowledge of innovative approaches for developing and implementing surface water quality programs. Skill in gathering facts and using effective, analytical and evaluative methods to accurately assess information and make sound decisions.

#### **FACTOR LEVEL DESCRIPTIONS:**

##### **Factor 1 - Knowledge Required by the Position**

**Level 1-8 (1550 points)**

Mastery knowledge and skill in applying advanced theories, concepts, and principles of professional engineering, physical science or biological science sufficient to serve as a senior expert involving extremely complex work for which technical problems, methods, and/or data are incomplete, controversial, or uncertain.

Knowledge of a wide range of engineering, physical and/or biological science principles, and methods applicable to varied and complex problems, projects, or studies that include diverse environmental conditions; and varying environmental processes. Problems encountered demand skill sufficient to modify standard practices, adapt precedents, and make significant departures from routine approaches and techniques.

Expert knowledge of applicable environmental laws, regulations, statutes, watershed protection and restoration policies and guidelines sufficient to serve as an authoritative consultant providing oversight, direction, and advisory services for the agency's water quality program and conduct of technically complex approaches to water quality protection and restoration, and advise on the need to devise new approaches, standards, and policies for enforcement.

Ability to modify standard practices, adapt precedents or establishes precedent by applying the latest technical developments to resolve problems for which accepted methods are not directly applicable and to review plans and policies for the improvement or protection of water quality.

**Factor 2 - Supervisory Controls****Level 2-4 (450 points)**

The supervisor establishes overall objectives and resources available. The supervisor and incumbent jointly develop projects, priorities and deadlines. The incumbent independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility and effectiveness in meeting requirements.

**Factor 3 - Guidelines****Level 3-4 (450 points)**

Technical, regulatory and policy guidelines are often broad and nonspecific. The incumbent uses resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines, to deviate from or extend traditional practices, methods, and techniques or to resolve situations where precedents are not available or not applicable. Judgment and originality are required to (a) correlate theoretical considerations of complex water quality issues, and (b) plan and initiate projects and initiatives to address water quality issues.

**Factor 4 - Complexity****Level 4-5 (450 points)**

Work assignments consist of a variety of duties involving non-conventional and complex water quality issues, often with limited data available as to the type and extent of human threat and environmental contamination. This typically involves resolution of controversial, critical and highly unusual engineering/science problems with potential to impact public health and the environment. Technical considerations involve the measurement and control of pollutants, and contain a combination of many complex features where issues and factors to be considered involve major areas of uncertainty in approach and methodology or interpretation and require judgment, creativity, and resourcefulness to correlate theoretical considerations in related engineering or science disciplines and devise, advise on, and negotiate engineering or scientific compromises. The assessment, listing and TMDL processes are often complicated by interaction with state and local political officials and agencies on precedent-setting issues and application of the latest technological advancements resulting in presence of various community, industry and special interest groups. Proposed solutions have highly visible political consequences. The employee serves as technical advisor in determining new approaches to difficult and extremely complex technical problems.

**Factor 5 - Scope and Effect****5-5 326  
Level 4-5 (400 points)**

The purpose of the position is to provide regional expertise and advice on the analysis, review, and application of new or revised methods for resolving technically difficult and controversial engineering and/or scientific problems or conditions. The employee provides expert advice to state, local, or tribal officials, industries, and EPA management on potential impacts of pollutants, control technologies, and proper interpretation of EPA policies and guidelines.

Interpretations and recommendations of the employee directly affect other national programs, and further development and/or refinement of EPA policy through clarification or revision, and the integrity and adequacy of processes or facilities in large metropolitan areas and/or adjacent rural and urban communities affecting quality of life, public safety, and protection of the environment, and generate interest from federal, state, local officials, environmental groups, and citizens from low-income and underserved communities. Work results also affect the acceptance and understanding of the role, policy, and regulations of the agency and its regional offices.

**Factors 6/7 - Personal Contacts/Purpose of Contacts**

<sup>36 180</sup>  
**Level 3 (200 points)**

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local governments, tribes, private industry, academia, environmental advocacy groups, public citizens (often from low-income and underserved communities), and in some cases the media and elected officials.

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved may be sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

**Factor 8 - Physical Demands**

**Level 8-1 (5 points)**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

**Factor 9 - Work Environment**

**Level 9-1 (5 points)**

Work is generally performed in an office setting which is adequately lighted, heated, and ventilated. Occasional field visits are required.

**TOTAL POINTS: 3510 3415**

**GS-13 Grade Range: 3155-3600**

**Position Risk Designation: XXX**



United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

## Position Risk Designation Checklist

AAship/Region: Region 4 Type of Action: Reassignment SF 52 Request No.: WM-14-087

Position Title/Series/Grade: Environmental Engineer/GS-0819-13

Full Performance Level (FPL) of Position: GS-13

(Risk designation is based on FPL)

Functional Title (if applicable): \_\_\_\_\_

(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 14BV04A0013 (Your Service Agreement Account Owner can help you with this.) Please Note: This SF 52 action will not be processed unless the service agreement number is provided.

**DIRECTIONS:** Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☒ Yes ☐ No

What is the name of the incumbent of the above position? \_\_\_\_\_

If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☐ No

If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- |   |   |
|---|---|
| <input type="checkbox"/> Attorney—Moderate  | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate                     |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate | <input type="checkbox"/> IT Specialist (Internet)—High  |
| <input type="checkbox"/> Contract Project Officer—Moderate                          | <input type="checkbox"/> IT Specialist (Network Services)—High                                |
| <input type="checkbox"/> Contract Specialist—Moderate                               | <input type="checkbox"/> IT Specialist (Operating System)—High                                |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High     | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate                         |
| <input type="checkbox"/> Deputy Division or Division Director—High                  | <input type="checkbox"/> IT Specialist (Security)—High  |
| <input type="checkbox"/> Financial Specialist/Accountant/Budget Analyst—Moderate    | <input type="checkbox"/> IT Specialist (System Administrator)—High                            |
| <input type="checkbox"/> Grants Project Officer—Moderate                            | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate                            |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low                    | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High                |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate               | <input type="checkbox"/> Permit Writer—Moderate   |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate                          | <input type="checkbox"/> Public Affairs Specialist/Community Involvement Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low                         | <input type="checkbox"/> QA Scientist—Moderate  |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate                             | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate                              |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate                        | <input type="checkbox"/> Remedial Project Manager—Moderate                                    |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate                          | <input type="checkbox"/> Site Assessment Manager—Moderate                                     |
| <input type="checkbox"/> HR Specialist (Training)—Low                               | <input type="checkbox"/> Support Services Specialist—Moderate                                 |
| <input type="checkbox"/> Inspector—Moderate   | <input type="checkbox"/> Toxicologist—Moderate  |
| <input type="checkbox"/> IT Specialist (Application Software)—High                  |   |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate                  |   |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate                   |   |

3. Requires access to classified information or materials? ☐ Yes ☐ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

SF 52 Request #: WM-14- 087

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☐ Yes ☐ No (If "Yes," check all that apply.)
- |  |   |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information  |
| <input type="checkbox"/> Proprietary information           | <input type="checkbox"/> Personally identifiable information (e.g., address)                                  |
| <input type="checkbox"/> Audits (e.g., financial reviews)  | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth)             |
| <input type="checkbox"/> Investigations (e.g., CID)        | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☐ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☐ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☐ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☐ No  
What materials are involved? \_\_\_\_\_
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):  
☐ Yes ☐ No Describe: \_\_\_\_\_
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☐ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☐ No  
What actions? \_\_\_\_\_  
What amount of funding typically? \_\_\_\_\_ What is the ceiling? \_\_\_\_\_
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☐ Yes ☐ No (If "Yes," check all that apply.)
- |   |   |
|---|---|
| Communicates with:  | Communication methods:  |
| <input type="checkbox"/> EPA personnel  | <input type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input type="checkbox"/> Government entities outside of EPA   | <input type="checkbox"/> Participates in meetings, conferences, or seminars   |
| <input type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website   |
|   | <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters                           |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☐ No  
What systems/programs are involved? \_\_\_\_\_
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☐ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☐ No  
(Note: Relates to investigating and auditing, but not simply overseeing.)  
What personnel, programs, and/or activities are involved? \_\_\_\_\_
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☐ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☐ No  
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☐ No  
Describe: \_\_\_\_\_

(b) (6)

Title \_\_\_\_\_

Date \_\_\_\_\_

## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	(b) (6)		This position has no extramural resources management responsibilities.
Position Number	(b) (6)		Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Engineer	<input checked="" type="checkbox"/>	Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0819-13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position, the following information is required:	
Supervisor's Signature	(b) (6)
Personnel Specialist's Signature	Date
<i>Ken Cunn</i>	9/23/14

Part 1. Contracts Management Duties			
<b>Pre-award:</b>			Monitors management and performance of delivery orders/work assignments after award
Plans Procurements			Defines scope of work for work assignments
Estimates Costs			Approves payment requests of ACH drawdowns
Obtains funding commitments			Manages cost-reimbursement contracts
Prepares procurement requests			Reviews invoices
Writes statements of work			Inspects and accepts deliverables
Reviews statements of work			Other (list)
Processes unsolicited proposals			
Responds to pre-award inquiries			
Participates in pre-award conferences			<b>Close-out:</b>
Conducts technical evaluation of proposals			Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests			Reconciles payments with work performance
Other (list)			Closes-out payments
			Performs cost accounting
<b>Post-award:</b>			Provides assistance to Contracting Officer in settling claims
Prepares delivery orders			Other (list)
Reviews contractor work plans			
Reviews contractor progress reports			
Monitors government-furnished property			
Monitors cost, management, and overall technical performance of contract after award			
		<b>Percentage of Time Spent on Contracts Management</b>	
		0	%

*Continued*

**Part 2. Grants/Cooperative Agreements Duties****Pre-application/Application:**☐ Prepares solicitation for proposals☐ Identifies potential grantees for area of program emphasis☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)☐ Provides administrative information to applicants☒ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant☐ Assists applicant in resolving issues in application☐ For cooperative agreement, determines substantial☐ Federal involvement and develops a condition for agreement☐ Negotiates level of funding☐ Conducts site visits to evaluate program capability☐ Serves as resource to Selection Panel☐ Informs applicants of funding decisions☐ Other (list)**Award:**☐ Prepares funding package, including Decision Memorandum☐ Obtains concurrences/approvals☐ Reviews/concurs in completed document☐ Establishes project file☐ Other (list)**Project Management/Administration:**☒ Monitors recipient's activities and progress☒ Reviews reports and deliverables and notifies recipient of comments☒ Provides technical assistance to recipients☐ Advises Grants Management Office of potential problems/issues☒ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions☐ Approves payments requests or ACH drawdowns☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office☐ Negotiates amendments☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)☐ When necessary, recommends termination of the agreement☐ Resolves with Grants Management Office administrative and financial issues☐ Conducts periodic reviews to ensure compliance with agreement☐ Other (list)**Close-out:**☒ Certifies deliverables were satisfactory and timely☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out☐ Reconciles payment with work performed☐ Notifies recipient of close-out requirements☐ Obtains legal assistance if necessary to resolve incomplete close-out☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations☐ Other (list)**Percentage of Time Spent on Grants/Cooperative Agreements Management**25 %**Part 3. Interagency Agreements Duties****Pre-Agreement:**☐ Plans and negotiates work effort☐ Estimates costs☐ Obtains funding commitments☐ Prepares commitment notice☐ Writes or reviews scope of work☐ Responds to pre-agreement inquiries☐ Participates in pre-agreement conferences☐ Coordinates with appropriate staff in developing☐ Independent Government Cost Estimates (IGEs)☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)☐ Performs technical evaluation of work plan and budget☐ Prepares funding package and obtains necessary concurrences☐ Other (list)☐ Monitors cost management and overall technical performance☐ Participates in decisions about project modification/termination☐ Conducts periodic review of Superfund State☐ Contracts payments receipts (Superfund only)☐ Inspects and accepts deliverables☐ Other (list)**Close-out:**☐ Reviews final report☐ Decides on disbursement of equipment☐ Reconciles payments with work performed☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)☐ Certifies deliverables☐ Resolves close-out issues with Grants Management Office/other agency☐ Other (list)**Project Management/Administration:**☐ Reviews progress reports/financial reports**Percentage of Time Spent on Interagency Agreements Management:**0 %